



ASSOCIATE BUDGET ANALYST

PROMOTIONAL EXAMINATION

COMMENCE TESTING NOTICE

The Employment Development Department (EDD) is currently accepting applications for the Associate Budget Analyst examination. The next commence testing date is:

October 25, 2004

This is a continuous filing examination, which means EDD will accept Examination Applications (STD 678) continuously for applicants who meet the education and/or experience requirements. Testing occurs in accordance with the hiring needs of the Department the examination serves.

Applications sent by mail must be **POSTMARKED** no later than October 25, 2004, the commence testing date, in order to be considered for this examination. Applications received after the commence testing date will be kept on file for the next examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to EDD) must be **RECEIVED BY 5:00 P.M. ON THE COMMENCE TESTING DATE. Use of EDD metered mail, including EDD interoffice mail (e.g., red or gold bag), and FAXED applications are prohibited.**

The EDD encourages all potential applicants to read the entire examination bulletin. All inquiries about this examination should be directed to Brian Nakamura at (916) 651-9399.

Exam Identification Number: 4HR14

PLEASE NOTE: The examination bulletin for the Associate Budget Analyst should be posted on a continuous basis as examination applications are accepted continuously.

ASSOCIATE BUDGET ANALYST

PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

POSITIONS

Positions exist in Sacramento.

POSITION DESCRIPTION

An Associate Budget Analyst, under general direction, performs the more responsible and complex technical budget work by coordinating and assisting in the development, analysis, preparation, administration, maintenance, review and control of the Department's budget; provides consultative budget service to Department management; and does other related work.

SALARY RANGE

\$4111 - \$4997 per month

CONTINUOUS FILING

Examination Applications (STD 678) will be accepted continuously. Testing will occur in accordance with the hiring needs of the Department (commence testing dates will be announced).

HOW TO APPLY

To apply for this examination, submit a completed Examination Application (STD 678) **POSTMARKED** no later than the commence testing date. Applications postmarked after the commence testing date will be kept on file for the next administration of this examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE COMMENCE TESTING DATE**. Use of EDD metered mail, including interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications **DIRECTLY** to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Div., MIC 54
Attention: ABA Exam
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN PERSON ADDRESS:

Employment Development Department
Human Resource Services Division
Attention: ABA Exam
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

Note: To gain access to the 6th Floor Solar Building, you must enter at 722 Capitol Mall and sign in at the security desk.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Note: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. ("Range" is applicable to this examination; therefore, applications must reflect the breakdown of "from" and "to" dates for time spent in each range.) Applications received without this information may be rejected because of incomplete information.

**REASONABLE
ACCOMMODATIONS**

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

**COMPETITION
LIMITED TO (EDD)
STATE EMPLOYEES**

In order to take this examination, applicants must have a permanent civil service appointment with the EDD.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

COMPETITORS MAY COMPETE ONLY ONCE IN ANY CONSECUTIVE 12-MONTH PERIOD.

**REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION**

Note: All applicants must meet the education and experience requirements for this examination by the commence testing date.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

***Minimum
Qualifications*****EITHER I**

One year of experience in the California state service performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs.)

OR II**Experience:**

Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience.)

AND**Education:**

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the exam, but they must fully meet the experience requirement before being eligible for appointment.)

**EXAMINATION
INFORMATION**

This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application.

**EXAMINATION
INFORMATION** *(Continued)*

List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the ten year limit printed on the applications. Supplementary information (resumes) will be accepted, but read the "Requirements for Admittance to the Examination" and "Scope" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE - WEIGHTED 100%

SCOPE**A. Knowledge of:**

1. Principles and practices of governmental budgeting and accounting.
2. Financial structure and financial procedures of the State of California.
3. Purposes, functions, and fiscal organization of the various State agencies.
4. Laws relating to financial administration of the State Government.
5. Principles of public and personnel administration and organization and management.
6. Principles and practices of public finance.
7. The Department's mission, values statement, and strategic plan, as well as respective Branch/Division commitments/values.
8. Departmental policies, rules, and regulations.
9. Department organization and functions.

B. Ability to:

1. Develop various types of budget documents.
 2. Analyze and solve difficult technical budget problems.
 3. Establish and maintain cooperative relationships with control agency staff and others contacted in the course of the work.
 4. Communicate effectively.
 5. Analyze situations and problems accurately and take an effective course of action.
 6. Work independently to meet deadlines and accomplish objectives.
 7. Participate effectively as a member or lead person in a project.
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**INQUIRIES
ABOUT THIS
EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 of this bulletin for additional examination information. All inquiries about this examination should be directed to the Associate Budget Analyst Exam Technician at (916) 654-6869.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after the commence testing date if he/she has not received a notice in the mail.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualifications Rating Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Web site: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.